



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Workforce Solutions
Bureau of Workforce Programs

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies**

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BWSP OPERATIONS MEMO

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Non W-2 [X] W-2 [X] CC []

PRIORITY: High

SUBJECT: REVISED WORK PROGRAM ACTIVITY CODES

CROSS REFERENCE: All work program activity codes need to be used in conjunction with the policy for the programs:

- W-2 Policy Manual
- FSET Policy Manual
- Children First Policy
- Welfare to Work Policy
- WAA Policy

EFFECTIVE DATE: CARES Production: August 27, 2001
Agency Actions: October 31, 2001 (See "Action Needed")

PURPOSE

This memo:

1. Lists new activity codes that have been added to WPCS. These codes are in *italics*.
2. Lists activity codes that have been deleted from WPCS. These codes are in *italics*.
3. Updates definitions for existing activity codes on WPCS. These codes are in *italics*.
4. Lists all current available activity codes available for reporting program activities in CARES

BACKGROUND

The Department established a list of activity codes for the CARES System to indicate the type of activities participants take part in to advance to unsubsidized employment. As the programs mature, the codes also need to expand to fit the changing needs of the services and the participants.

The new codes:

1. Allow tracking of assessment, self care and advocacy services;
2. Include additional types of programs;
3. Eliminate codes that are no longer necessary;
4. Allow a worker to properly document, schedule and sanction participants;
5. Enable an agency to precisely track the needs and services of its participants; and
6. Allow the Department to accurately plan for the future.

ACTION NEEDED

1. Place all participants currently listed in a component that has been deleted (HO, P1-P5, TR) in another, appropriate component.
2. Place all participants currently placed in Physical Rehabilitation (PR) due to lack of proper coding available in the appropriate component according to the new definitions and available activity codes.

Please complete these case changes in CARES by **October 31, 2001**. Regional Offices will be overseeing the completion of all required CARES changes. Please talk with your Area Administrator for assistance.

POLICY

The Department requires activity codes be entered into the CARES system. These codes must correlate with, but not necessarily replicate, activities on the Employability Plan and with the actual activities a participant is engaged in. It also tracks and initiates change for certain program components, i.e. FSET sanction request will initiate the FS program sanction.

DEFINITIONS OF ALL COMPONENTS & STATUSES

All components with a significant change are completely in *italics*.

AA **AODA Assessment:** *Report this activity when participants are involved in an Alcohol and Other Drug Abuse (AODA) assessment by a qualified AODA provider. Do not use this component in actual status for longer than 6 weeks.*

Valid for: W-2.

AD **Disability and Learning Assessment:** *Report this activity when participants are involved in a formal assessment by DVR or other qualified assessing agency. This assessment will identify the appropriate level of work needed accommodations and learning capacity of the participant.*

Valid for: W-2, FSET, LF, CF, WtW, WAA.

AO **Occupational Assessment:** *Report this activity when the participant is engaged in a formal assessment related to employment. The assessment may include aptitude, skills, and interest testing and interpretation.*

Valid for: W-2, FSET, CF, WtW, WAA.

AM **Mental Health Assessment:** Report this activity when participants are involved in a mental health assessment by a qualified mental health provider. This component should not be in actual status for longer than six weeks.

Valid for: W-2.

AV **Domestic Violence Assessment and Supportive Services:** Report this activity for participants who are receiving services for domestic violence. This includes assessment, and supportive services, such as counseling, temporary shelter, legal assistance, etc.

Valid for: W-2.

A1 **Post Secondary Education (PSE) Less than 2 Years:** Report this activity if the PSE course of study is 6 months or more, but less than 2 years. This will typically include the two-semester certificate or diplomas course work offered by local WTCS campuses. It does not include work towards an associate degree that normally takes 4 semesters.

Valid for: WtW, WAA.

BE **Adult Basic Education (ABE):** Instruction designed to focus on the areas of reading, mathematics, communication skills, social studies, physical sciences, health, and career education. ABE consists of 3 levels:

Level 1, or Beginning ABE: Instruction designed for adults whose academic functioning level is comparable to grades 0 – 5.9.

Level 2, or Intermediate ABE: Instruction designed for adults whose academic functioning level is comparable to grades 6.0 – 8.9.

Level 3, or Adult Secondary Education (ASE): Instruction, which delivers competencies, academic or occupational, comparable to that offered in secondary schools (grades 9.0 – 12.9).

Valid for: W-2, FSET, CF, WtW, WAA.

CA **AODA Counseling:** Report this activity when the participant attends AODA counseling prescribed by an AODA related health care professional.

Valid for: W-2, FSET, LF, CF, WtW, WAA.

CD **Caring for Disabled Child:** Report this W-2 activity for the hours of care provided by a participant for a minor disabled child. Additionally, a medical provider must document the need for a parent to be the sole provider of care.

Valid for: W-2.

CE **Employment Counseling:** Report this activity when the participant engages in employment counseling, beyond regular appointments with his/her Case Manager.

Valid for: W-2, LF, CF, WtW, WAA.

- CF **Caring for Other Family Member:** Report this W-2 activity when the hours of care provided by a participant are for an incapacitated W-2 group member other than a child or care of a foster child.

Valid for: W-2.

- CL **Learnfare Counseling:** Report this activity when the Learnfare participant is engaged in counseling to address one or more barriers to school attendance or problems identified by the participant which are not addressed by any other counseling participation. These meetings should be used by staff to assist participants in gaining a better understanding of themselves in relation to school or family, or to make other personal adjustments to succeed in reaching educational goals.

Valid for: LF

- CM **Mental Health Counseling:** Report this activity when the participant engages in mental health counseling that has been prescribed by a mental health professional.

Valid for: W-2, FSET, LF, CF, WtW, WAA.

- CP **Child Support Payment:** Use this tracking status when a Children's First participant routinely pays his/her child support payment. It may be used simultaneously with all other activities.

Valid for: CF

- CR **Career Advancement Services:** Report this activity for the planning activity involved in exploring and pursuing career advancement opportunities. An actual career advancement plan may be developed, describing the steps and actions required to meet career advancement goals. Other acceptable activities include assisting the participant in accessing career advancement services, such as undergoing further occupational assessment and/or enrolling in appropriate education/training programs, or accessing career advancement opportunities offered through the employer, like career ladders program.

The length of the CR component should reflect the time spent developing the career plan and doing career exploration. Activities undertaken by the individual, such as education or training, should be reported separately.

Valid for: W-2 (targeted for cases receiving case management services), WtW, WAA.

- CS **Community Service:** Report this component when an individual is engaged in community service activities. Community service activities may include volunteer work, participation in a community activity and other types of community service. Community Service participation can be initiated by the participant and may not involve a formal participation agreement between the WtW program operator and the agency/organization benefiting from the community service activities. The type of community service activity should be documented in case notes.

Valid for: WtW.

- CT **Customized Skills Training:** *Report this component when training is arranged and engaged to meet the specific employment needs of an employer, such as addressing labor shortages for a specific occupation, where the employer is involved in developing the training program. In addition, there is an agreement that the employer will employ individuals who successfully complete the training program.*

Valid for: WtW, WAA.

- DR **Drivers Education:** *Report this activity when a participant is enrolled in a course of study which includes both classroom and behind-the-wheel instruction designed to prepare the student to pass the Wisconsin Driver's License Examination. This activity may also be used to reflect those hours a participant attends classes in order to have a Driver's License reinstated.*

Valid for: W-2, FSET, CF, WtW, WAA.

- EC **Child Care for Employment Skills Training (1 Year):** *Report this component when the W-2 person is receiving up to 2 years of FEP authorized child care to enable the participant to engage in voluntary educational and training activities.*

This tracking can be reported for W-2 Child Care eligible participants, but must be reported for W-2 participants.

Valid for: W-2.

- EI **Employer Intervention Services:** *Report this component when services are directed at the employer, to facilitate the resolution of job retention barriers faced by the participant. These activities could include enhancing communication channels between the employer and participant, employer counseling, suggesting acceptable work-site accommodations, and other on-site interventions with the employer on behalf of the participant.*

The length of the activity should reflect the time working with the employer. Other components reflecting services to the individual should be used as appropriate.

Valid for: W-2 (targeted for cases receiving case management services), WtW, WAA.

- EL **ESL (English as a Second Language):** *A course of study intended to teach English-speaking skills related to reading, writing, speaking, and listening to students whose primary language is not English. ESL prepares a student to advance toward ABE, ASE, Bilingual Vocational Training, occupational training programs, and employment.*

Valid for: W-2, FSET, LF, CF, WtW, WAA.

- EN **Enrollment:** *This activity is automatically entered when enrollment is reported for an individual by completing WPEN.*

Valid for: FSET, LF, CF, WtW, WAA.

- EO **Enrollment with Orientation:** *This activity is automatically entered when enrollment with orientation is reported for an individual by completing WPEN.*

Valid for: W-2, FSET, LF, CF, WtW, WAA.

ES **Employment Search:** Report this activity when the actual hours are related to a job search assignment. Employment Search typically includes most of the following activities: job search skills instruction, placement services, job development, and group or individual guidance of the job search efforts of participants.

Valid for: W-2, FSET, CF, WtW, WAA.

EX **Exemption Request:** Report this activity when the case manager learns of an exemption reason that applies to the individual. Upon reporting in CARES, an alert is automatically sent to the eligibility worker requesting a re-determination of the Mandatory registration code. An individual will remain in this tracking activity until disenrollment or until notice is received from the eligibility worker upholding the Mandatory or Voluntary status determination.

Valid for: FSET.

FS **FSET Sanction Pending:** This is automatically generated on WPOCH and Sanction Request (SA) status is automatically end dated when the eligibility worker enters a sanction on AIWS. At the point that the pending sanction is effective, eligibility for food stamp benefits end, and the individual will appear on WPDL.

Valid for: FSET.

GE **GED (General Education Development):** Instruction designed to prepare adults for the Tests of General Educational Development (GED). A Certificate of General Educational Development is issued by the Department of Public Instruction upon attainment of satisfactory scores on the GED tests.

Valid for: W-2, FSET, LF, CF, WtW, WAA.

HE **HSE (High School Equivalency):** Adult educational activities designed to prepare adults to take the tests and courses that lead to a High School Equivalency Diploma (HSED).

Valid for: W-2, FSET, LF, CF, WtW, WAA.

HO **Hold Barriers:** This component has been eliminated from all programs.

JR **Job Retention Services:** Report this activity when services are provided directly to the participant to assist him/her in maintaining unsubsidized employment. The types of services that can be provided include:

1. Reviewing workplace demands and employer expectations
2. Strategies to help the individual stay employed
3. Job specific problem solving
4. Crisis resolution

Valid for: W-2 (targeted for cases receiving case management services), WtW, WAA.

JS **Job Skills Training:** Report this activity when a participant is engaged in an approved vocational/occupational program of instruction occurring primarily in the classroom. Job Skills Training examples include Certified Nursing Assistant (CNA), welding, hospitality, data entry, and other short-term training programs. The training activity must be specific to the participant's immediate employment goal.

Valid for: W-2, FSET, CF, WtW, WAA.

LS **Literacy Skills:** *A course of study aimed at teaching reading, writing, math, and communication skills necessary to prepare an individual to participate in ABE, ASE, Bilingual Vocational Training, occupational programs, or unsubsidized employment. Instruction may be provided in a formal educational institution, through a literacy council, or through another provider. Progress should be tracked on WPED (e.g., grade equivalent and testing instrument).*

Valid for: W-2, FSET, CF, WtW, WAA.

MN **Mentor/Coach:** *Mentoring pairs more skilled or experienced individuals with a newly employed participant to help him/her succeed in the workplace. The agency must maintain ongoing supervision of, and support for, mentors and mentees.*

Valid for: W-2 (targeted for cases receiving case management services or Trial Job participants), WtW, WAA.

MO **Job Readiness/Motivation:** *Report this activity when participants are engaged in classes/activities specifically designed to assist him/her to prepare for work by learning general workplace expectations, work behavior, pre-employment/retention skills training, and attitudes necessary to compete successfully in the labor market.*

A motivational program uses various techniques and approaches to build self-esteem and increase self-confidence. Attendance at scheduled sessions, which last one hour or more in length, is required. A one time, one-hour pep talk is not reported as Job Readiness/Motivation.

Valid for: W-2, FSET, CF, WtW, WAA.

NC **Non-compliance:** *Report this activity when a Children First participant is not in compliance with program activities because of non-cooperation, non attendance, or failure to do assigned activities, and the Children First case manager sends an appointment notice to the individual. If the individual signs the agreement/plan, close non-compliance and place the individual in the appropriate activity. If the individual does not comply, notify the child support agency in IV-D cases and the court in non-IV-D cases and disenroll the individual.*

Valid for: CF.

NE **Non-required Education & Training:** *Report this activity when an individual is participating in an educational activity, which is not required by the work program. It assists the case manager in tracking individuals who are voluntarily participating in additional educational activities.*

Valid for: W-2 (hours don't count toward W-2 participation), FSET, CF.

OJ **On-The-Job Training:** *Report this activity when a participant is in a paid job subsidized by a program other than W-2. This includes, but is not limited to: WIAA, OJT, Division of Vocational Rehabilitation (DVR) Work Experience, Economic Dislocation and Worker's Adjustment Assistance Act (EDWAA) OJT, Youth Apprenticeship, Adult Apprenticeship, and employment subsidized by Green Thumb, Senior Aides Older Worker Program, the Wisconsin Youth Conservation Corps (YCC), and Volunteers in Service to America (VISTA) workers.*

Valid for: W-2, FSET, LF, CF.

OR **Program Orientation:** Report this activity when an individual participates in a set of activities designed to orient the individual to the employment and/or training program.

It may be used to indicate that orientation has occurred for an individual currently open (enrolled) in a different work program.

Example: An individual is currently open for W-2, then becomes a WtW participant.

Valid for: W-2, FSET, CF, WtW, WAA.

OS **Other Subsidized Employment:** Report this activity when an individual enters other types of subsidized employment. This includes, but is not limited to: On-the-Job Training, Adult Work Experience, Summer Youth Work Experience, Division of Vocational Rehabilitation (DVR) Work Experience, Economic Dislocation and Worker's Adjustment Assistance Act (EDWAA) OJT, Youth Apprenticeship, Adult Apprenticeship, and employment subsidized by Green Thumb, Senior Aides Older Worker Program, the Wisconsin Youth Conservation Corps (YCC), and Volunteers in Service to America (VISTA) workers.

Valid for: WtW.

PC **Personal Care/Self Care:** Report this activity when participants cannot be assigned to other work activities due to restrictions documented by a health care provider, e.g., Physician, AODA or Mental Health Counselor/Provider. Engage in activities that promote a healthier lifestyle and would eventually assist the person in obtaining employment. These activities may include, but are not limited to, motivational reading, exercise at home, smoking cessation, weight loss, short-term hospitalization, or caring for self, including recuperation. This code should not be used for CMC participants.

Valid for: W-2 and FSET (replacing hold barriers).

PL **Parenting/Life Skills:** This activity includes participation designed to provide the person with basic skills necessary to be successful in the workforce. This could include: parenting, budgeting, nutrition, household management, interpersonal skills, and decision-making skills, time management, family planning, etc.

Valid for: W-2, FSET, LF, CF, WtW, WAA.

P1 **Special Components/Activities:** These components have been eliminated from all
P2 programs.
P3
P4
P5

PR **Physical Rehabilitation:** Report this activity when a health care provider engages the W-2 participant in physical rehabilitation or occupational therapy. Examples include, massage, regulated exercise, or supervised activity with the intent of promoting recovery or rehabilitation. Hours assigned should only be hours that the W-2 participant is actually receiving these services.

Valid for: W-2.

RS **Regular School (K-12):** Report this activity when the participant is: enrolled in an education program (kindergarten through 12th grade levels), at a public or private school, at a Wisconsin Technical College System (WTCS) school in a program that will include a high school diploma, or through a Department of Public Instruction (DPI) registered home educational program including home based and home school instruction.

Valid for: W-2, FSET, LF, CF, WtW, WAA.

SA **Sanction Request:** Report this activity when the case manager requests the eligibility worker to impose an FSET sanction. When reported, it generates an alert to the eligibility worker. The individual will remain in this status until disenrollment (due to sanction or other reasons), resolution, or termination of the sanction action.

Valid for: FSET.

SD **SS(D)I Advocacy/Application:** Report this activity when the W-2 participant is in the process of obtaining SSI or SSDI. Examples include, meeting with an SSI advocate or attorney, working with FEP on filling out the SSI forms, attending hearings, etc. Report only actual hours.

Valid for: W-2.

SJ **WtW Subsidized Employment – Private Employer:** Report this activity when a participant is engaged in subsidized employment with a private employer, where part of the wages paid to the participant are subsidized by the WtW program operator. The duration of the subsidy should not exceed 3 months. Once the subsidy ends and employment is retained, the SJ component should be closed and the appropriate unsubsidized component (WP or WF) should be opened.

Valid for: WtW.

SP **WtW Subsidized Employment – Public Employer:** Report this activity when a participant is engaged in subsidized employment with a public employer, where part of the wages paid to the participant are subsidized by the WtW program operator. The duration of the subsidy should not exceed 3 months. Once the subsidy ends and employment is retained, the SJ component should be closed and the appropriate unsubsidized component (WP or WF) should be opened.

Valid for: WtW.

TC **Technical College Activities:** Report this activity for CSJ and W-2 T who are participants enrolled full-time (up to 15 hours per week) in a technical college program and who meets working or other participation requirements as defined in W-2 Policy (Wisconsin Works Manual 8.3.0). **NOTE:** Study time does not count towards TC hours.

Valid for: W-2.

TJ **Trial Job/Private Employer:** Report this activity for a W-2 participant placed in a Trial Job within the Private sector. It is initially reported for a 3-month period. The activity can be updated if the Trial Job Contract is extended. Only one member of a W-2 group may be reported in the activity Trial Job at a time.

Valid for: W-2.

TP ***Trial Job/Public Employer:*** Report this activity for a W-2 participant placed in a Trial Job within the Public sector. It is initially reported for a 3-month period. The activity can be updated if the Trial Job Contract is extended. Only one member of a W-2 group may be reported in this activity at a time.

Valid for: W-2.

TR ***Transportation:*** This component has been eliminated for all programs. This information is still required to be collected on WPSS.

UA ***Unassigned:*** Report this only if an individual has completed the enrollment process, is between assignments and is not currently assigned to any other activity.

Valid for: FSET, WtW, WAA.

WE ***Work Experience:*** This is a supervised unpaid work activity with either a public or private not-for-profit business or a private-for-profit business or organization. The activity must serve a useful public purpose or be a project whose cost is partially or wholly offset by revenue generated by such projects. The program agency must provide Workers Compensation liability for the Work Experience job site. The job site must have a work training supervisor.

Valid for: W-2, LF, CF, WtW, WAA.

WF ***Working Full-Time:*** Report this activity when a participant is working in unsubsidized employment 30 or more hours per week (or average of 30 hours per week or more for the month). If the participant works more than one job and the sum of hours worked for all jobs meets 30 or more hours per week (or average of 30 hours per week or more for the month), the Working Full-Time activity is reported.

Valid for: W-2, FSET, LF, CF, WtW, WAA.

WJ ***On-The-Job Training:*** Report this activity when a participant is engaged in a very specific type of employment situation. The employment itself is unsubsidized, but there is a formal agreement between the WtW program operator and the employer to provide specific training activities to the participant. The costs of the training are covered in part by the WtW program operator. Once the training is completed, the WJ component should be closed and the working full-time (WF) or working part-time (WP) component, whichever is appropriate, should be opened.

Valid for: WtW, WAA.

WP ***Working Part-Time:*** Report this activity when a participant is working in unsubsidized employment less than 30 hours per week (or average of less than 30 hours per week for the month).

Valid for: W-2, FSET, LF, CF, WtW, WAA.

WX ***FSET Work Experience:*** Report this activity for participants who are in unpaid work experience at a public or private not-for-profit business.

Valid for: FSET.

CONTACT

DES CARES Information & Problem Resolution Center

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Note: Email contacts are preferred. Thank you.